

Post On Bulletin Board Technician Job Vacancy Announcement

Human Resources Office
South Dakota National Guard
2823 West Main Street
Rapid City, South Dakota 57702-8170

Technician Vacancy **Job Announcement Number: 16-14**

Position Title and Number:

Accounting Technician D1984000

Series, Grade:

GS-0525-08

Type Appointment:

Excepted: Enlisted

Location of Position:

USPFO, Rapid City, SD

Salary Range:

\$42,960 to \$55,844 Per Annum

Open: **24 October 2013**

Close: 13 November 2013

Area of Consideration

1. All permanent Technicians of the South Dakota Army National Guard. Applicants must presently be an Excepted employee or a Non Dual Status employee eligible for Excepted status.
2. All members of the South Dakota Army National Guard.

This is a Temporary Appointment to backfill a Technician that was temporarily promoted. Since all competition will be completed through this process, management reserves the right to convert this appointment to a permanent position without further competition. If an On-Board Technician is selected for this position they will receive one of the following Personnel Actions: Temporary Promotion, Temporary Reassignment, Position Change, or a Change to Lower Grade. The initial action will have a Not-To-Exceed Date of 365 days or less. The On-Board Technician selected will maintain their Permanent status. Upon termination of this temporary appointment, the selected individual will be returned to their permanent position or be permanently assigned to this position.

DURATION FOR THIS INITIAL APPONTMENT WILL NOT EXCEED 30 September 2014.

NOTE: This Temporary Appointment does not have PCS funds authorized.

Instructions to Applicants

1. Applicants must submit the following mandatory documents electronically. Signatures on electronic applications are not required:
 - a. Optional Form (OF) 612, "Optional Application for Federal Employment" or a resume.
Resume - must include, as a minimum, all the information requested on the OF 612.
(Only the last four of SSN is required on OF 612, Block 5).
 - b. SDNG Form 335-1-R, "Statement of Military History".
2. Additional supporting documents may include:
 - a. Knowledge, Skills and Abilities (KSAs) - Applicants are strongly encouraged to submit a separate sheet(s) addressing the KSAs and how they relate to work experience, education or training.
 - b. Transcripts, to receive credit for education you must submit transcripts to verify the courses completed.
3. Applicants are responsible to ensure the application is current and contains sufficient information to qualify them for the position. This announcement and applicable forms (OF 612 and SDNG 335-1-R) may be accessed on the SDNG Internet web site at <http://sdguard.ngb.army.mil/pages/Careers.aspx> under "Careers".
4. Email all forms and supporting documentation (KSAs, transcripts, etc) to ng.sd.sdarng.list.jobs@mail.mil. The email must be sent no later than the Closing Date on the Announcement. Late applications will be considered ineligible.

Equal Employment Opportunity

The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, disqualifying physical handicap, or age, and shall be based solely on job-related criteria.

Minimum Requirements for Consideration

General: Clerical experience which demonstrates arithmetic aptitude and ability, accuracy and attention to detail, and the ability to apply established procedures for recording and compiling data.

Specialized: 18 months experience that provided the knowledge, skills and abilities (KSAs) as listed below. Such experience is gained in a line of work that is similar or closely related to the work of the position to be filled. Education in accounting in schools above the high school level may be substituted for experience on the basis of one year of study (30 semester hours or the equivalent) for 12 months of experience.

- Knowledge of accounting methods, forms and techniques.
- Skill in arithmetic computation, applying formulas or conversion tables.
- Knowledge of general ledger and subsidiary accounts.
- Ability to interpret and apply a variety of accounting regulations.
- Knowledge of procedures to enter, modify, retrieve, and delete information in an automated system.

Compatibility Requirements

Selected individual must be assigned to a compatible military position in the following MOS/AOC within ninety (90) days of effective date of hire: ECMF: 36 or 42 series; EMOS: 25B, 51C, 92A, 92Y, or 92Z. Military grade inversion within the full-time work force is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of personnel supervised.

Experience Evaluation

All applicants who meet the minimum requirements for consideration will be further rated and ranked on their experience related to the knowledge, skills and abilities (KSAs) stated in minimum requirements for consideration above. These KSAs are those considered essential for successful performance in the position. The application and Official Personnel Files, when applicable, will be used to gather job-related background data to be used in the KSA evaluation process. Should you desire to address any or all KSAs, describe in writing the extent and nature of your experience and attach this material to your application.

Evaluation Methods

Each applicant considered to possess the minimum qualification requirements will be further evaluated in accordance with the procedures outlined in SDNG Technician Pamphlet 335-T.

Appointment

The Adjutant General retains exclusive appointment authority of Technicians. No commitment will be made to any nominee prior to a review of his/her qualifications by that office. The issuance of this Job Vacancy Announcement does not constitute a commitment to fill the position.

Summary of Duties

This position is located in the US Property and Fiscal Office (USPFO) Comptroller Division, Accounting Services Branch. The purpose of this position is to provide analysis, validation, processing, and correction of financial transactions and issues/discrepancies involving the full range of accounting services. Incumbent uses a complete understanding of inter-related work systems across multiple functional areas and their interoperability to ensure the validity and accuracy of all obligations, disbursements, collections/deposits, and adjustments related to financial records.

Miscellaneous

1. A complete description of duties and responsibilities can be found in the Position Description available at the Human Resources Office at Camp Rapid or at the position assignment location.
2. The National Guard Technician Act of 1968 specifically excludes use of veteran's preference for appointments made under Title 32 U.S.C. Since this appointment is made under 32 U.S.C, veteran's preference is not applicable.
3. If you have questions or need additional information about this announcement, contact the Personnel Staffing Specialist, (605) 737-6659/DSN 747-6659, at the Human Resources Office in Rapid City.
4. Appointment to a Technician position may adversely affect various types of military Incentives. See your unit Personnel Office for complete information.

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